

Diocese of Charlotte Catholic Schools



SUBSTITUTE TEACHER APPLICATION

*Submit Application along with a Resume and List of References to:
Diocese of Charlotte Catholic Schools, 1123 South Church Street, Charlotte, NC 28203*

STATEMENT OF POLICIES

Please read carefully:

The Diocese of Charlotte is an equal opportunity employer and does not discriminate or deny services on the basis of race, color, national origin, sex, disability, or age.

Because of their participation in teaching the religious precepts of the Catholic Church and duty to serve as role models for their students, substitute teachers in the schools of the Diocese of Charlotte are required to maintain a lifestyle, including their social media presence, in harmony with the teachings of the faith of the Catholic Church. Substitute teachers are expected, by their actions, to be a moral example to students.

Substitute teachers, regardless of membership in the Catholic Church, must be consistent at all times, in example and expression, with the tenets and morals of the Catholic faith.

PERSONAL INFORMATION

NAME _____
(Last) (First) (Middle) (Preferred)

CURRENT ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

HOME PHONE _____ CELL PHONE _____ WORK PHONE _____

EMAIL ADDRESS _____

☐ New Applicant ☐ Former Applicant ☐ Former Employee

Religious Affiliation _____

If Catholic, Parish of Membership _____

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LICENSURE & CERTIFICATION (If applicable)

Do you hold a North Carolina teaching license? ☐ Yes ☐ No ☐ Pending

Do you hold a valid teaching certificate from another state? ☐ Yes ☐ No ☐ Pending

Praxis Subject Assessment/Specialty Area Tests: ☐ Yes ☐ No ☐ Pending

(If you answered YES, include a copy)

EDUCATION EXPERIENCE

| College/University | State | Field of Study | Type of Degree | Dates of Attendance TO FROM | | GPA |
|--------------------|-------|----------------|----------------|--------------------------------|--|-----|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

WORK EXPERIENCE

Please list any education-related experiences first (i.e. classroom aide, day care, camp counselor, lifeguard, church youth work, private music instructor, etc.)

Employer _____ Supervisor _____

Address _____

Employment Dates: From _____ to _____ Telephone _____

Position/Duties _____

Reason for Leaving _____

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WORK EXPERIENCE

Employer _____ Supervisor _____

Address _____

Employment Dates: From _____ to _____ Telephone _____

Position/Duties _____

Reason for Leaving _____

Please list any other employment experience:

Employer _____ Supervisor _____

Address _____

Employment Dates: From _____ to _____ Telephone _____

Position/Duties _____

Reason for Leaving _____

Employer _____ Supervisor _____

Address _____

Employment Dates: From _____ to _____ Telephone _____

Position/Duties _____

Reason for Leaving _____

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POSITION PREFERENCE

Grade levels you are interested in teaching: ☐ TK – 5 ☐ 6 – 8 ☐ 9 – 12 ☐ No Preference

Subjects you want to teach: ☐ All Subjects OR ☐ only the following _____

Check schools where you want to work or check no preference:

- | | |
|---|---|
| <input type="checkbox"/> St. Ann | <input type="checkbox"/> St. Michael |
| <input type="checkbox"/> St. Gabriel | <input type="checkbox"/> St. Leo |
| <input type="checkbox"/> St. Patrick | <input type="checkbox"/> Sacred Heart |
| <input type="checkbox"/> St. Matthew | <input type="checkbox"/> Our Lady of Mercy |
| <input type="checkbox"/> St. Mark | <input type="checkbox"/> Our Lady of Grace |
| <input type="checkbox"/> Our Lady of the Assumption | <input type="checkbox"/> Immaculate Heart of Mary |
| <input type="checkbox"/> Holy Trinity | <input type="checkbox"/> Immaculata Catholic School |
| <input type="checkbox"/> Christ the King | <input type="checkbox"/> Bishop McGuinness Catholic High School |
| <input type="checkbox"/> Charlotte Catholic High School | <input type="checkbox"/> Asheville Catholic School |
| <input type="checkbox"/> St. Pius X | <input type="checkbox"/> No Preference |

Check cities where you want to work or check no preference:

- | | |
|---|--|
| <input type="checkbox"/> Charlotte | <input type="checkbox"/> High Point |
| <input type="checkbox"/> Gastonia | <input type="checkbox"/> Kernersville |
| <input type="checkbox"/> Salisbury | <input type="checkbox"/> Greensboro |
| <input type="checkbox"/> Asheville | <input type="checkbox"/> Winston-Salem |
| <input type="checkbox"/> Hendersonville | <input type="checkbox"/> No Preference |

Days you are available to work: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

BACKGROUND INFORMATION

YES NO

- | | |
|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> Have you ever been suspended, dismissed, fired, or discharged from a position of employment? |
| <input type="checkbox"/> | <input type="checkbox"/> Have you ever had a teaching certificate suspended or revoked? |
| <input type="checkbox"/> | <input type="checkbox"/> Have you ever been placed on an Action Plan? |
| <input type="checkbox"/> | <input type="checkbox"/> Have you ever received a below standard rating? <i>(If you answered YES, include a copy of your last two evaluations)</i> |
| <input type="checkbox"/> | <input type="checkbox"/> Have you ever been asked to resign from a position of employment? |
| <input type="checkbox"/> | <input type="checkbox"/> Have you ever been convicted of any violation of the law other than a minor traffic ticket? |
| <input type="checkbox"/> | <input type="checkbox"/> Have you ever been convicted of a felony? |
| <input type="checkbox"/> | <input type="checkbox"/> Have you ever been the subject of investigation for sexual misconduct? |

**If you answered YES to any of the above questions, explain on a separate page and include*

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ATTACHMENTS TO INCLUDE

- ☐ Resume Copy of Teaching License(s) and Certificate(s)
- ☐ Copy of Transcript
- ☐ Copy of Praxis Test(s)
- ☐ Required References
 - A. The names of at least three professional or academic references including current employer or last employer if not currently employed.
 - B. Beginning teachers should include references from student teaching supervisor(s) and cooperating teacher(s).
 - C. All Catholic applicants: A letter from your pastor verifying Participating Catholic status
- ☐ Copy of Evaluation(s) **if required*
- ☐ Other

CERTIFICATION AND WAIVER BY APPLICANT

I hereby authorize the Diocese of Charlotte to obtain from my previous and present employer(s) all data to support this application. I further agree to hold harmless the Diocese of Charlotte and such employers with regard to their actions in obtaining, providing, and using such information. Any misrepresentation or omission of a fact in this application will subject me to disqualification or termination from employment.

I have read the information contained in the application carefully and certify that the information I have given is correct and complete. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal.

Applicant Signature _____ Date _____

Substitute teachers are called on an as-needed basis by the individual schools. Pay also varies at each location, and I-9 and W-4 forms will need to be completed at each employing school. Please let us know when you want to have your name removed from the substitute teacher list, and keep us informed of any address or telephone changes.